

VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Executive Director, Dept. of Administration		CLASSIFICATION CODE:	02505900
	TITLE OF POSITION: Administration		REFERENCE POSITION NO.:	2410-10000-107
	SALARY RANGE: (150A) \$110,549-\$122,560		APPLICATION PERIOD:	03/08/2007-03/15/2007
	Department or Agency Name Administration			
	Division/Section/Unit Operations			
	Assignment(s) / Comments			
	Shift and Days: 1st (Monday-Friday)		Job Location: One Capitol Hill, Providence, RI 02908	
	Restrictions/Limitations: n/a			
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union:			
There is _____ is not <u>X</u> a Civil Service List for this position		See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	To be responsible for assisting the Director of Administration by planning, developing and directing the implementation of multi-faceted and integrated statewide policies and program objectives; to direct program operations which cross departmental missions and which require the coordination of resources and the eliciting of cooperation at the highest levels; to evaluate possible program linkages and consolidations with similar/related functions within other agencies of state government; and to do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)			
	Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public Administration, Business Administration, or a closely related field; and			
	Experience: Such as may have been gained through: extensive employment in an administrative capacity with responsibility for coordinating and integrating a variety of multi-faceted policies and program objectives within a large private or governmental setting.			
	Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Candidates with considerable experience in accounting and/or law are preferred.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Becky Keeling		Telephone #: (401) 222-4045	
	Office of Personnel Administration		Fax #: (401) 222-6375	
	One Capitol Hill		TTY/TDD #: 7 1 1	
	Providence, RI 02908		(Telecommunication Device for the Deaf)	
	beckyk@gw.doa.state.ri.us			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER